

PREFACE

PURPOSE

These operating procedures provide the Aviation Rulemaking Advisory Committee (ARAC) members and Federal Aviation Administration (FAA) personnel with information to help them understand and participate effectively in the ARAC process.

DISTRIBUTION

These operating procedures are available to all interested individuals on the FAA Web site at <http://www.faa.gov/avr/arm/index.cfm>.

REVISIONS AND UPDATES

The FAA's Office of Rulemaking revises these procedures to ensure the information is accurate. All revisions are available on the FAA Web site. Forward comments or recommended revisions to—

Office of Rulemaking
Federal Aviation Administration
ARM-20
800 Independence Avenue SW.
Washington, DC 20591
202-267-9677

ORGANIZATION OF THIS MANUAL

This manual is organized according to each ARAC participant's area of interest. Subjects common to all participants may be found in chapter 1, General Information About ARAC. Chapters 2 through 5 discuss the full committee, executive committee, issue areas, and working groups, respectively. Each of these chapters describes the organization and responsibilities of, and processes used by each of these groups within ARAC. Chapter 6 discusses the FAA and Joint Aviation Authorities harmonization process. Chapter 7 describes the FAA's role in the ARAC process. Finally, chapter 8 discusses the consensus process. The appendixes contain additional information concerning ARAC and tools used by ARAC to accomplish its goals. For a more detailed organization of the manual, see the table of contents.

ACRONYMS

We have minimized the use of acronyms throughout the manual to make it easier to read. However, we use the following acronyms throughout the document.

ARAC	Aviation Rulemaking Advisory Committee
FAA	Federal Aviation Administration
FACA	Federal Advisory Committee Act
FOIA	Freedom of Information Act
JAA	Joint Aviation Authorities